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GENERAL RULES

OF THE

WOMEN'S CO-OPERATIVE GUILD.

To be obtained from the General Secretary (Miss Llewelyn Davies),
Kirkby Lonsdale, Westmoreland.

PRICE 1D.

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1906.



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# RULES.

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## INTERPRETATION CLAUSE.

A "Branch" means any body of women having not less than ten members, and with local officers and rules. An "Associate" means any person admitted by the central committee not belonging to any branch, and subscribing not less than 1s. annually to the central fund.

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## I.—NAME AND OBJECTS.

1. The name of the association, hereinafter called "the guild," is "THE WOMEN'S CO-OPERATIVE GUILD."

2. The object of the guild is to organise women as co-operators for the study and practice of

(1) Co-operation and other methods of social reform;  
and

(2) Improved conditions of domestic life.

## II.—MEMBERS.

3. The members of the guild shall consist of such branches as shall be affiliated according to Rule 4.

## III.—THE AFFILIATION OF BRANCHES AND ASSOCIATES.

4. The central committee may affiliate as a branch any association having not less than ten members, which shall subscribe to the central fund, as provided in Rule 5.

5. Each branch shall subscribe out of its branch fund, to a central fund, not less than 2d. per member per annum. This subscription is payable in advance in January of each year. Branches joining in any quarter after the first shall pay only for the then remaining

quarters of the year, such payment to be made within six months of date of admission.

6. That, subject to the approval of the central committee, all associations desiring to be affiliated shall be supplied with a form of admission, and shall be counted as branches of the guild from the date on which this form is received by the general secretary.

7. The central committee shall have power to expel a branch under the following circumstances :—

(a) If they are of opinion that it is not a *bonâ-fide* branch. (See interpretation clause.)

(b) For action detrimental to the interests of the guild.

The branch so expelled shall have a right of appeal to the annual meeting.

8. The central committee may affiliate any associate without membership.

#### IV.—GOVERNMENT.

9. The guild shall be governed by an annual congress, which shall be held in June or July. At least six days previous to the annual congress notice shall be sent to each branch, together with agenda of business to be transacted. Notice of resolutions to be brought forward must be sent to the general secretary not later than the middle of May.

10. The place of the annual congress shall be decided by the previous annual congress.

11. The annual congress shall consist of delegates from the branches. Each branch shall be entitled to send one delegate for every twenty-five members, or fraction of twenty-five, for whom it has subscribed for the current year beginning January 1st.

12. Each branch shall decide the mode of electing its delegates. A delegate must be a member of a branch or an associate, but need not be a member of the special branch she represents. No delegate may represent two branches.

13. Each branch delegate, member of central committee, and one representative of each sectional council and of each district committee, shall have one vote, but no person shall vote in more than one capacity.

14. The duration of the annual congress, subjects for discussion, and president shall be decided by the central committee.

15. The central committee, at a meeting immediately preceding the annual congress, shall nominate a standing orders committee, consisting of five members or delegates, such nominations to be submitted to the annual congress for approval immediately after the president's address. Such committee shall have power, subject to any resolution of the annual congress, to regulate all matters relating to its proceedings not otherwise provided for.

16. The annual report shall be printed and distributed to delegates, with a statement of accounts (audited), as hereinafter provided.

17. Cards of admission may be issued to visitors by the central committee, but visitors shall not be allowed to take part in the discussion without the consent of the standing orders committee.

## V.—ADMINISTRATION.

### THE CENTRAL COMMITTEE.

18. The affairs of the guild shall be administered by the central committee, which shall consist of seven members. Of these, six shall be elected by the branches in their respective sections (two from the North-Western, and one from each other section), and the general secretary, who shall be elected by all the branches. (See Rule 39.)

19. Candidates for the central committee must be members of branches, except the general secretary. Not more than one member from any one branch may sit on the central committee at the same time.



20. The central committee shall retire annually, but shall be eligible for re-election for a period of three consecutive years. After this time, any member must retire for one year, except the general secretary, who shall always be eligible for re-election.

21. Nomination papers for the central committee shall be sent out in the first week in April by the general secretary to branches whose subscriptions have been paid for the current year, beginning January 1st, and returned not later than the third week in April. Voting papers shall be sent out not later than the second week in May, and returned not later than the second week in June.

22. Nomination and voting papers not returned within the specified dates shall be void.

23. Each branch may nominate as many candidates for the central committee as there are vacancies to fill in its section.

24. Each branch may vote for the number of candidates to be elected in its section. Each voting paper shall state the number of votes to which the branch is entitled, which shall be equal to the number of delegates whom it is entitled to send to the annual congress. (See Rule 11.) Each such vote shall give the candidate for whom the branch shall vote as many votes as are equal to the full voting power of the branch.

25. The votes for the central committee shall be counted by scrutineers, to be appointed at the annual congress.

26. If a vacancy occurs on the central committee during the year, it shall be filled by the defeated candidate receiving the highest number of votes in the section in which the vacancy occurs; or if there be no such candidate, by the council member in that section who received the highest number of votes, the vacancy so caused in the council being filled according to Rule 35.

27. The central committee shall elect from amongst themselves, at their first meeting following the annual congress, a president, vice-president, and treasurer.



28. The central committee shall hold at least three ordinary meetings in the year. A special meeting may be summoned by not less than three members of the central committee.

29. The central committee shall have power to make bye-laws, provided they are not contrary to these rules.

30. The resolutions of the central committee shall, subject to its directions, be sent to each member of the council. Four shall form a quorum.

#### THE SECTIONAL COUNCILS.

31. The sectional councils shall be formed in such number of sections, with such number of members in each section as the guild may direct from time to time ; which, subject to such directions, shall be as follows :—

|    |                                         |                        |   |
|----|-----------------------------------------|------------------------|---|
| 1. | The Midland.....                        | Number of Members..... | 3 |
| 2. | The Northern .....                      | „ „ .....              | 2 |
| 3. | The North-Western „ „ .....             | .....                  | 5 |
| 4. | The Southern .....                      | „ „ .....              | 3 |
| 5. | The Western and South-Western „ „ ..... | .....                  | 1 |

In addition the members of the central committee and the sectional secretaries shall be *ex-officio* members of the council in their section. The general secretary shall be *ex-officio* member of all the sectional councils.

32. The council shall retire annually, but shall be eligible for re-election for a period of three consecutive years. After this time, any member must retire for one year, except the sectional secretary, who shall always be eligible for re-election. Any member who has sat for three years on the central committee shall retire for one year before being eligible to stand for the council.

33. Any member of a branch is eligible as a candidate for the council in her section, but not more than one member from a branch may sit at the same time on the council.

34. The sectional councils and the sectional secretaries, who shall also be secretaries of the councils in their sections, shall be elected at the same time and in like manner to the central committee.

35. Should an insufficient number of candidates be nominated to fill the vacancies in any section, the members of the council in that section shall have power to fill the vacancies. If the same person is elected as member of central committee and sectional secretary in any section, an additional member shall be added to the sectional council in that section, such additional member to be the defeated candidate receiving the highest number of votes.

36. There shall be two meetings of the sectional councils in each section during the year.

37. A special meeting of the sectional councils may be called by the central committee.

38. The following number of members shall form a quorum in each section :—

- |                                            |   |
|--------------------------------------------|---|
| 1. Midland Section .....                   | 3 |
| 2. Northern „ .....                        | 2 |
| 3. North-Western Section.....              | 4 |
| 4. Southern Section.....                   | 3 |
| 5. Western and South-Western Section ..... | 2 |

#### THE GENERAL SECRETARY.

39. The general secretary shall be elected annually in June. Nomination papers shall be sent out to all the branches the first week in April, and returned the third week in April. If only one person is nominated she shall be considered elected. If more than one candidate is nominated, then voting papers shall be sent out not later than the second week in May, and returned not later than the second week in June.

40. She shall attend and vote at all meetings of the central committee and of the councils, conduct correspondence, collect subscriptions, send out nomination and voting papers, keep a record of proceedings, and prepare an annual report and balance sheet.

## THE TREASURER.

41. The treasurer shall receive and pay out all moneys as directed by the central committee.

## VI.—FUNDS.

42. The central fund shall be in charge of the treasurer, and shall be used for printing, postage, propaganda, organisation, and any incidental expenses incurred in the work of the guild as a whole.

43. The district fund in each district shall be in charge of the district secretary and committees (see Rule 50), and shall be used under the direction of the district committee for conferences and other district expenses. It shall consist of voluntary subscriptions from branches and associates.

## PAYMENT OF OFFICIALS AND SPEAKERS.

44. The expenses of members of the central committee, when attending a committee meeting, may be authorised to be paid out of the central fund.

45. The general secretary and other officials are authorised to accept or refuse applications for speakers and invitations to meetings and conferences; the meetings and speakers to be reported to the central committee at their next meeting.

46. The expenses of speakers, when not paid by the society or branch visited by them, may be paid by the general secretary out of the central fund, such payment to be submitted to and confirmed by the central committee at their next meeting.

47. The expenses of the general secretary, and of the central committee and the councils and sectional and district secretaries, in attending the annual congresses of the guild, may be paid out of the central fund.

## SECTIONAL CONFERENCES.

48. The expenses of sectional secretaries, and half the expenses of one delegate from each branch, to sectional conferences, may be paid out of the central fund. The expenses of a delegate representing or appointed by the central committee may be paid out of the central fund.

## DISTRICT CONFERENCES.

49. The expenses of the delegates representing or appointed by the central committee may be paid out of the central fund.

## VII.—SECTIONS AND DISTRICTS.

50. The guild shall be divided into (1) sections corresponding to those of the Co-operative Union, Limited, and (2) into such sectional districts as shall be directed from time to time by the central committee.

## VIII.—ALTERATION OF RULES.

51. (1) No new rule of the guild shall be made, nor shall any rule be rescinded or altered, except by a vote of the majority of the delegates present at the annual congress when the resolution for such alteration is passed. (2) No such proposal shall be brought before the annual congress unless it proceeds from the central committee or a branch that is affiliated as a member of the guild according to Rule 4. (3) All such proposals shall be sent to the central office in a distinct form six weeks at least before the annual congress, and shall be printed and circulated with the announcement thereof.



# BYE-LAWS.

## DISTRICTS.

1. Districts shall consist of groups of branches in such areas as may from time to time be directed by the central committee.

2. Each district shall have power to form a committee and to draw up its own rules.\*

3. A special meeting to draw up and adopt such rules shall be called by the central committee or by the sectional secretary at the request of any branch in the proposed district; or, failing such request, the central committee or sectional secretary may call such a meeting on their own initiative.

4. Each branch shall be entitled to send to such special meeting the same number of delegates as it was entitled to send to the last annual congress of the guild. (See Rule 11.) Each delegate shall have one vote.

5. Where there is no district committee, the branches in the proposed district may elect a secretary annually at the annual meeting of the district, to which each branch shall be entitled to send the same number of delegates as to the last annual congress of the guild. (See Rule 11.) Each delegate shall have one vote.

6. If no district secretary is elected, or if she retires before the end of the year, the central committee may, on the recommendation of the sectional secretary, appoint a secretary, who shall hold office till the date of the next election.

7. The district secretary shall send a report of the district to the sectional secretary not later than March 1st.

8. Any member of the guild or of a branch or any associate shall be eligible for the posts of district and sectional secretaries.

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\* A set of model district rules has been drawn up.

24 Nov 1944

Dear Mr. [illegible]

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